



## Job Announcement

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<b>Opening Date:</b>	June 3, 2010	<b>Closing Date:</b>	Open until filled
<b>Job Title:</b>	District Court Bailiff	<b>Position Type:</b>	Contractual Full & Part Time
<b>Location:</b>	Charles County	<b>Salary:</b>	\$15.36 per hour
<b>FLSA Status:</b>	Non-Exempt		\$16.32 per hour upon receipt of Special Police Commission

**Essential Functions:** Work involves ensuring the safety of visitors, judges, employees, and the general public who visit the District Court. Duties also include preparing courtrooms for sessions, maintaining order in the courtroom and operating the courthouse metal detector. As considerable public contact is involved, the employee is required to exercise the practical judgment necessary to cope with unusual situations on an emergency basis.

**Education:** High school diploma/GED and **MUST** be a graduate of a Police Training Academy.

**Experience:** Previous law enforcement experience.

**Physical Demands:** Work requires frequent physical effort such as standing and walking for eight hours daily and requires the physical ability to restrain and/or detain individuals. A physical examination is required.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) stating position title and location. Materials must be received at the address below by 5:00 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications sent to any other address.**

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov) (Zip files will not be accepted)

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.**